

Accessible Information: Raising Awareness

Half-day Course

Course Aims

This half-day interactive training session will raise awareness of:

- Accessible information in the context of disability legislation and the social model of disability,
- Benefits for organisations, disabled people and staff,
- Accessibility standards for producing printed documents,
- When and how to produce information in different formats,
- Accessibility standards for electronic documents.

Course Outcomes

By the end of the training, attendees will:

- Understand the social model of disability and disability legislation in relation to accessible information,
- Understand how accessible information will benefit their work,
- Know how to produce accessible hard copy documents,
- Know when and how to provide information in alternative formats,
- Understand that there are additional steps to making electronic documents accessible to assistive technology software.

Example Course Outline

9.30am/1.30pm Introduction and pledge

1. Accessible information:
the legislation and the social model

**Presentation / Group
Work**

2. SAIF's ethos and hard copy
documents

**Presentation/Group
Work**

11.00am/3.00pm Tea/Coffee

3. Providing other formats

**Presentation,
discussion and
demonstration**

4. Accessibility issues for
assistive technology

Demonstration

12.25pm/4.25pm Questions, evaluation, pledge and close

SAIF (Scottish Accessible Information Forum)

SAIF acts as an advisory body to the Scottish Government on issues relating to disabled people and their right to access information.

For further information visit www.saifscotland.org.uk
telephone 0141 226 5261, fax 0141 221 9695
or email info@saifscotland.org.uk.